



Office of Human Resources
U.S. District Court
Western District of Texas
727 E. Durango Boulevard, Suite A-403
San Antonio, Texas 78206

Job #09-13

Position:	Operations Clerk
Opening Date:	June 18, 2009
Closing Date:	July 2, 2009 or Until Filled
Classification Level:	Up to CL25/Step 25* ~ up to \$46,625 (salary commensurate with experience) <i>*Transfers within the Judiciary will be considered for a salary match within the CL-25</i>
Location:	Waco, Texas

The United States District Clerk's Office in Waco is currently accepting applications for the position of Operations Clerk.

Position Overview: The Operations Clerk receives and reviews incoming documents via traditional and electronic media to determine conformity with appropriate rules, practices, and/or court requirements; ensures assignment of case numbers and randomly assigns cases to judges; prepares the appellate record and distributes to the appropriate parties; makes summary entries of all documents and proceedings on the docket, this includes, but is not limited to: pleadings, petitions, motions, complaints, minutes, and orders; assists in case management by ensuring that all automated entries are appropriately linked for proper case management; prepares and transmits to appropriate parties such items as: notices, judgments, and orders; informs parties when judgment or appealable order is entered on the docket; opens cases upon receipt of initiating documents, such as complaints, indictments, or petitions; closes cases upon receipt of terminating documents, such as judgments and closing orders; receives documents pertaining to a variety of case types, such as civil, criminal, bankruptcy, tax, and administrative; identifies emergency motions and documents that require special handling and refers them to appropriate personnel; determines if the documents received are timely and otherwise meet the requirements of Federal and local rules; contacts district court personnel, attorneys, and others when case opening requirements are not met; answers queries on procedures and status of cases; serves as backup in cashiering duties; telephone support; copying; filing; and all other duties as assigned.

Minimum Qualifications: Position requires at least two years of clerical or administrative experience and at least one year of recent legal experience in a civil or criminal environment. An Associate's Degree or higher is desirable but not required. Some financial experience is preferred. Excellent customer service, communication, and organizational skills are also required. Must be able to handle a large volume of work, the ability to multi-task, and prioritize and manage own workload. Current, proficient computer experience and data entry skills required.

Application Procedure: Qualified candidates may apply by mailing a cover letter (include job title and number listed above), detailed resume, salary history or classification level, e-mail address (if available), and a daytime telephone number to:

United States District Court
Attn: Human Resources
727 E. Durango Blvd., Suite A-403
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The Court is not authorized to reimburse travel expenses for interviews or relocation. This position is subject to mandatory electronic direct deposit of salary payments. Please note the best qualified candidates will be tested to determine level of skill/knowledge and final candidates will undergo a fingerprint and background check.

The United States District Court is an Equal Opportunity Employer.